



JOB OPPORTUNITY

270-703-5393-XXX

Release Date: March 2, 2015

The California Student Aid Commission is the State's major policy formulating agency for student financial aid and one of the largest agencies of its kind in the country. The Commission is responsible for administering a comprehensive program of student loans, grants, and other special programs for eligible students. Today, the Commission is moving ahead to provide innovative financial aid leadership for California's unrivaled system of post-secondary students attending California's public and private colleges, universities and proprietary schools.

Classification: Associate Governmental Program Analyst

Position # 270-703-5393-XXX

Permanent/Full-Time

Strategic Policy, Media, and Communications

Who May Apply: Individuals with permanent, full-time status, employed by the State of California as an Associate Governmental Program Analyst (AGPA), or in a comparable classification, or civil service employees with list or transfer eligibility to the advertised classification. SROA/Surplus/Re-employment employees at this level are encouraged to apply. Surplus candidates must attach a copy of their letter. All candidates must clearly indicate their basis for eligibility (i.e. SROA/Surplus/Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment) on their application.

All applications will be reviewed and only the most qualified candidates will be interviewed. If you are not a current State employee, you must first take an examination to obtain list eligibility. Please state **RPA #14-065, AGPA-SPMC**, on your application. Employees applying for this position who wish to be considered on a transfer basis must meet the minimum qualifications for this classification per CCR Rule 250. A copy of your college diploma or college transcripts may be required to submit with your application, to verify the educational requirements of the class.

Duties: Under direction of the Chief of Strategic Policy, Media and Communications, the AGPA monitors, researches, and analyzes state laws, regulations, policies and proposed legislation. Advises the Executive staff regarding proposed legislation; communicating with Administration representatives and state legislators and their staff; working with other agencies, groups, and individuals in connection with departmental issues and programs. Represents the Commission at legislative hearings, conferences and meetings; and responds to requests and inquiries from the Administration, Legislature, the Commission and its advisory bodies, as well as other state and national agencies and financial aid associations.

Salary: \$4,488-\$5,618

Desirable Skills: Bilingual skills preferred. Strong written communication and excellent oral communication, analytical and problem solving methodologies and organizational skills. Ability to work independently and in a team environment, take initiative, and effectively manage multiple tasks with changing priorities.

How to Apply: Please indicate **RPA #14-065, Position # 270-703-5393-XXX, AGPA**, on your application (Std. 678) and resume and send to (Applications will not be accepted by fax or e-mail):

California Student Aid Commission
ATTN: Recruitment, Personnel Services
P.O. Box 3210
Rancho Cordova, CA 95741-3210

Final Filing Date: March 17, 2015

Facilities: Close to freeway access at Zinfandel Drive and Hwy 50. Free Parking.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, DISABILITY (MENTAL AND PHYSICAL), GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA STUDENT AID COMMISSION

DUTY STATEMENT

I. Position Identification: Full Class Title

Classification:	Associate Governmental Program Analyst
Working Title:	Legislative Analyst
Position Number:	270-703-5393-XXX
Location:	11040 White Rock Road Rancho Cordova, CA 95670
License or Other Requirement:	N/A
Date Prepared:	March 2, 2015

Function: *(Summary of Responsibilities)*

Under direction of the Chief of Strategic Policy, Media and Communications, the Associate Governmental Program Analyst monitors, researches, and analyzes state laws, regulations, policies and proposed legislation. Advises the Executive staff regarding proposed legislation; communicating with Administration representatives and state legislators and their staff; working with other agencies, groups, and individuals in connection with departmental issues and programs. Represents the Commission at legislative hearings, conferences and meetings; and responds to requests and inquiries from the Administration, Legislature, the Commission and its advisory bodies, as well as other state and national agencies and financial aid associations.

Reporting Relationships:

Reports directly to: Chief of Strategic Policy, Media and Communications.

II. Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

III. Essential and Non-Essential Job Functions:

Essential Functions:

Candidates must be able to perform the following functions with or without reasonable accommodations.

- 40% Monitors State and Federal legislative proposals and activities relating to the Commission's programs, personnel, and responsibilities. Analyzes bills, bill amendments, position letters, and other background information pertaining to legislation. Consults with appropriate program, technical research, and fiscal staff to prepare legislative analysis. Advises internal staff about consequences and results of proposed and new legislation affecting Commission programs. Performs complex research and policy analysis of legislation, regulations, and policies impacting State processes, Commission programs, California students, and financial aid partners. Proposes solutions and resolutions to complex legislative proposals that impact the Commission.
- 30% Drafts legislative reports and updates for the Commission, its advisory bodies and various constituents. Coordinates research and Commission response to constituent inquiries received by the Executive Director or forwarded from the Governor's Office, legislative offices, California Congressional Delegation offices, or other state or federal agencies. Assists Outreach and Communications staff with drafting talking points for the Executive Director. In consultation with the Administration and External Affairs Division Chief, develops and periodically updates the Commission's Legislative and Budget Guiding Principles for approval by the Commission.
- 25% Responds to communications between the Commission, members of the Legislature, and legislative staff. Attends and represents the Commission, if needed, at all budget briefings and attends budget hearings at which the Executive Director or other senior management staff is expected to testify.

Non-Essential Functions:

- *Secondary to essential functions*
 - *Function is a minimal part of the job*
 - *Make up remaining duties of the position*
 - *Can be absorbed by another staff person*
- 5% Assists with the planning and execution of the Commission's annual Cal-Grant briefing for the Legislature and Administrative staff. Assists the two State financial aid administrator associations with planning their annual joint Capitol advocacy event including, but not limited to: reserving meeting rooms in the Capitol, scheduling member visits, and coordinating members and committee staff for panel discussions.

IV. ADA Requirement:

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act

V. Physical Requirements:

Works in an office setting with artificial lighting and temperature control. Sitting and standing requirements consistent with office work. Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc.

VI. Working Conditions:

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site meeting locations. **NOTE:** *These job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods of time while using a personal computer or reviewing documents and working papers.*

VII. Attendance:

Must maintain regular and acceptable attendance at such level as is determined in the Commission's sole discretion.

VIII. Signature

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this Duty Statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Employee Signature

Date

Supervisor Signature

Date

*Duties of this position are subject to change and may be revised as needed or required.